Air Force Single Staffing Tool Briefing

Briefer's Name

Agenda

- Objectives
- What is AF-SST
- Why
- Where/When
- Employee Benefits
- Managers Benefits
- Take Aways

Objectives

- **Primary objective**:
  - Streamline, transform, and standardize the civilian hiring process across all MAJCOMs and bases
  - Provide the manager a simplified process to fill positions
  - Empower employees to pursue future career growth opportunities.

What is AF Single Staffing Tool (SST)?

- **Air Force Single Staffing Tool (USA Staffing)**
  - **One location for announcements for all applicants (internal and external) - www.USAJOBS.gov**
    - **One vacancy announcement** – less confusion; posts immediately; job opening system notification; applicant status notifications points
      - Application received
      - Applicant qualified/not qualified
      - Applicant referred/not referred
      - Applicant selected/not selected
    - **Job Opening System notification**
      - AFPC currently utilizes Candidate Announcement Notification System (CANS)

Why?

- **Government-wide mandates**
  - To simplify process for job seekers
  - Key applicant status notification through USAJOBS
- **Mirrors other DoD components and private sector already using resumes**
- **Responds to the growing needs of applicants, hiring managers, and HR professionals**

When/Where?

- Single Staffing Tool Launch
  - **15 Nov 2010**

- AF-wide
  - Excluded: Arnold AFB, TN, Brooks AB, TX, Edwards AFB, CA, Eglin AFB, FL, Hanscom AFB, MA, Hill AFB, UT, Kirtland AFB, NM, Tinker AFB, OK, Robins AFB, GA, Wright-Patterson, OH, and Luke AFB, AZ

  - **Note**: Excluded locations will continue recruitment under current processes (AFPC Secure)

Employee Benefits

- Employee will create resumes to highlight their skills and abilities
- Equitable consideration – all applicants reviewed using same evaluation methods; resumes to selecting official for all qualified applicants
  - Up to 5 resumes can be stored in USAJobs per applicant
  - One vacancy announcement – less confusion; posts immediately; job opening system notification; applicant status notifications at key points
- Assistance available from Airman and Family Readiness Centers (A&FRC) providing on-site support

Managers Benefits

- **Manager/Supervisors**
  - Currently receive referral certificates from two different staffing tools; two user ids; two passwords
  - One referral certificate of qualified applicants
  - Only one Userid and one password for reviewing referrals

USAJOBS Tutorials

- http://www.usajobs.gov/EI/tutorials.asp#icc
  - Job Search
  - Job Opportunity Announcements
  - My Account
  - Resumes
  - Saved Documents
  - Saved Searches
- **Resume Helpful Hints and Tips**
  - **http://www.usajobs.gov/EI/resumeandapplicationtips.asp#icc**

Take Aways

- One tool for applicant (internal and external)
- One tool for manager and staffer
- Employee creates resume
  - Describe their experiences and capabilities
- Launch date 15 Nov 10
  - Prepare resume

Questions??

Air Force Personnel Center